FIRE PREVENTION

The best way to prevent fire is to minimize its potential through the observation of safe work practices and house-keeping. You should observe the following basic rules:

- ☑ Do not block or hamper passageways or exit doors.
- ☑ Keep storage areas neat and clean.
- Avoid accumulating excessive paper products.
- ☑ Do not store combustible items such as paper and cardboard against electrical panels, in telephone closets, stairwells, and corridors.
- Do not store flammable or combustible fluids or gases without permission from the building manager.
- Maintain electrical appliances in good working order. Periodically check for potential electrical hazards such as frayed cords, broken plugs and overloaded electrical outlets. Avoid using extension cords.
- ✓ Make sure all electrical appliances and cords are approved by the Underwriters Laboratory (UL).
- ☑ Refrain from stacking items too high or close to the ceiling where they may hamper the operation of sprinkler devices. Nothing should be hung from sprinkler heads.
- ☑ Do not use space heaters. These units are a major cause of building fires and their use is not authorized within the building.
- ✓ Use timers to automatically shut off coffee makers.
- ☑ Keep lunch rooms and kitchens clean.

EMERGENCY

CONTACT INFORMATION

FIRE/MEDICAL EMERGENCY	911
HARVARD UNIVERSITY POLICE DEPARTMENT	(617) 432-1212
FACILITIES CALL CENTER (ALL OTHER EMERGENCIES FLOOD, LEAKS, BUILDING DAMAGE, ETC.)	(617) 432-1901
ENVIRONMENTAL HEALTH & SAFETY (BUSINESS HOURS)	(617) 432-1720





HMS

BUILDING "C"

FIRE EMERGENCY PROCEDURES



240 Longwood Avenue

Boston, MA

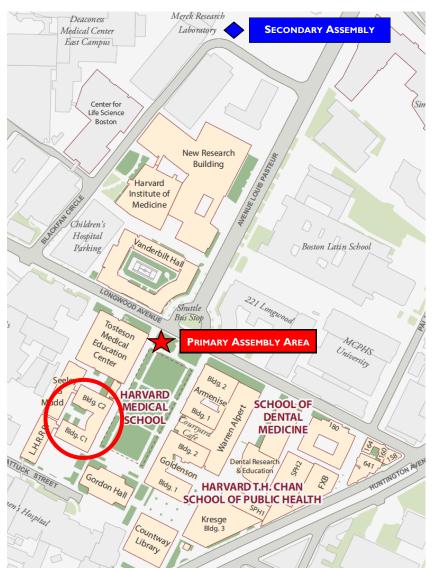


PLAN AHEAD

- Learn the location of alternative exits from all work areas.
- Know the location of the nearest fire alarm and learn how to use it.
- Know the location of your buildings/ departments meeting site.
- If you have a disability that may delay your escape communicate your needs with your building manager or the Accessible Education Office.

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General Evacuation Guidelines

- ☑ If the fire alarm is activated STOP all activities and immediately initiate an evacuation.
 - If it is safe to do so, close doors behind you as you exit.
- ☑ If you encounter visitors or guests assist as necessary go to the closest
 emergency exit.
- ✓ Follow **EXIT** signs to the nearest fire stairwells.
- ☑ Do not use elevators.
- ☑ Go to your designated meeting site.
- Please wait for further instructions.
- ☑ Do **NOT** re-enter the building until authorized by HUPD or the Boston Fire Department.

IF YOU DISCOVER A FIRE

RELOCATE - If safe to do so, **relocate** people in immediate danger. Be aware of persons who may need assistance.

ALARM - Pull the building fire alarm to alert others. Fire pull stations are typically near the fire exits and main exits

CONFINE - **Close** all doors as you exit your office, if safe to do so.

EVACUATE - **Evacuate** the building. Do not use elevators. Report to your designated meeting site.

